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SEP 10 1954

MEMORANDUM FOR: General Counsel
Director of Security
Comptroller
Auditor-in-Chief
Chief, Logistics Office
Chief, Medical Staff
Chief, Management Staff
Chief, Project Administrative Planning Staff

SUBJECT: Career Development of Junior Personnel

1. Reversing for the second time an earlier position of the Office of Training with reference to requisite training for the JCD Program, the Director of Training has just advised that in those cases where applicants for the JCD Program have served a total of three years in CIA, they may waive Part I of the BIC and take only Part II, if they have not had sufficient other Agency training as set forth in the General Instructions appended to the application forms.
2. In addition, the Director of Training added that applicants from the DD/A area had the choice of electing to take either Part II of the BIC referred to above, or the Administrative Support Course, which is actually Part II of the BIC (Sup).
3. Accordingly, will you please reflect this change in thinking in any training request offered in support of an application for the JCD Program from your area. Concretely, this means that such an applicant would not actually commence his training (if he is among those being considered in the December selections) until 22 November, rather than 1 November, when Part I of the BIC is scheduled to begin. Termination date will still be 17 December, as previously announced.
4. The Administrative Support Course also commences on 22 November, here in Washington, and terminates on 17 December. Decision as to which course shall be requested shall lie with the component from which the application comes, although it does appear that the Administrative Support Course is more immediately appropriate for DD/A usage than the straight BIC.

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Deputy Director (Administration)

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